GRADE LEVEL/UNIT TITLE: 11-12/Manage Media Files   Course Code: 034356 CIP Code: 11.0103

COURSE INTRODUCTION:

Course Rationale: This course addresses the technological skills required of students to create effective electronic presentations for the companies employing them. The demand for multimedia knowledge and ability to apply it will continue to expand as businesses utilize multimedia functions including graphics, audio, video, web pages, and electronic presentations.

Course Description: Students will work with multimedia software to develop electronic presentations. They will learn how to manipulate text, art and graphics, photography, animation, audio, and video for presentations in various media formats.

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UNIT DESCRIPTION: Manage media files for organization and retrieval of various media file types.	SUGGESTED UNIT TIMELINE: CLASS PERIOD (min.): Two 50 min. class periods

ESSENTIAL QUESTIONS:

1.   What is the process of importing and exporting digital images from a variety of sources?
2.   How are multiple types of files used in multimedia applications?
3.   How can good file management impact productivity?

ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Identify types of files used in multimedia applications (e.g., .gif, .jpg, .ai, .psd, .png, .avi, .wmv)					IT.VI.3.1	1
2. Develop electronic file management systems (project folders, file naming, etc.)					IT.III.1.1 IT.III.1.2	3
3. Download files from various sources (e.g., audio, images, video, animation)					IT.VIII.1.1 IT.VIII.1.2	2
4. Convert files to various formats (e.g., .flv to .avi, .mov to .wmv, .psd to .jpg)					IT.V.3.5	4
5. Utilize storage devices (e.g., CD/DVD, portable storage devices)					IT.II.2.5	1
6. Manage electronic file storage/transfer (online, Bluetooth, etc.)					IT.III.1.2	2

ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)

1.   **Student will create an appropriate file management system for storing files.**
2.   **Students will download/import images from various sources, save them in a specific location as a specific type of file.**

*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each

assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.)	
Obj. #	**INSTRUCTIONAL STRATEGIES (research-based):** (Teacher Methods)
2, 5, 6	1. Teacher will demonstrate organized file management system by showing students how to create folders in various storage locations.
1, 3	2. Teacher will lead students through the identification and understanding of various file types using presentation software.
4	3. Teacher will lead students through the process of converting files from one format to another by demonstration.
Obj. #	**INSTRUCTIONAL ACTIVITIES:** (What Students Do)
2, 5, 6	1. Student will create an appropriate file management system for organizing and storing files in multiple locations such as a hard drive and flash drives, cloud storage, etc. *File Management Exercise.doc*
1, 3	2. Compare and contrast and download a variety of file types found on a variety of web pages.
4	3. Students will utilize appropriate software for converting files from one format to another.
UNIT RESOURCES: (include internet addresses for linking) **Storage devices such as flash drives, CD's and DVD's. Cloud storage sites such as www.dropbox.com**	